



## Job Posting Finance & Operations Manager

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Title: Finance & Operations Manager  
Reports to: Chief of Staff  
Location: Children's Institute, downtown Portland  
Salary: Starting at \$50,000  
Type: Full-time/exempt  
Closing: Applications must be received by Wednesday, February 12, 2019

### **Email résumé and cover letter to [jobs@childinst.org](mailto:jobs@childinst.org) with the subject line: Finance & Operations Manager**

Children's Institute (CI) envisions an Oregon where every child is prepared for success in school and life. To meet this goal, we advocate for strategic investments in high-quality early childhood education and healthy development, the most effective strategies to improve long-term outcomes for children.

Children's Institute prioritizes an integrated, team-based work approach and a flexible, collegial work environment while also embracing a sense of urgency in moving our mission forward.

### **POSITION DESCRIPTION**

Children's Institute is in a period of rapid growth and is looking for a self-directed person to join our expanding team in downtown Portland. The Finance & Operations Manager (FOM) is a key member of the operations team, specifically supporting finance, information technology, and internal operations for Children's Institute. They will also assist the Chief of Staff (COS) assuming other general organizational management responsibilities as they arise. The FOM will serve as a thought partner with the COS, working proactively to ensure organizational best practices and sustainability.

The FOM must understand and support the organization's mission, vision, values, and principles and be able to clearly articulate the organization's function.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

#### **Finance**

- Manage and/or perform all finance functions including but not limited to: accounts payable, accounts/pledge receivables, 401k disbursements, employee benefit payments, and routine general ledger entries such as depreciation.
- Administer payroll: track time cards and time-off, report payroll, record payroll, and calculate and input monthly payroll allocation.
- Calculate and record indirect and administrative cost allocation monthly.
- Perform monthly, quarterly, and fiscal year-end financial account reconciliation and closings.
- Prepare quarterly budget versus actual statements for CI departments, noting variance and alerting COS to changes in projections.
- Create financial statements and footnotes, cash flow statements, and projections for COS review.
- Assist in the drafting of quarterly finance and board updates for finance and operations.
- Track and a release temporarily restricted funds according to GAAP.
- Work closely with the COS to prepare schedules for the annual audit and provide on-site assistance to the auditors.

- Assist in developing CI's annual budget including information gathering, analysis, and the creation of draft program budgets.
- Work in collaboration with the development department developing grant budgets and supporting the annual fund and corporate contributions.
- Manage the organizational relationship with all external vendors and providers.
- Administer external contracts such as professional services, research and evaluation, and school district payments.
- Research new vendors and provide input into changes to financial processes or updates in practices.
- Draft policy and manuals as needed, such as keeping the finance manual updated to be inclusive of financial processes, gift recordkeeping, and investment management steps.
- Reconcile QuickBooks with Salesforce quarterly in coordination with Operations Coordinator.
- Maintain financial records and contracts.

### **Human Resources**

- Maintain working relationships with insurance and benefit providers. Annually assist in the evaluation of CI's benefits package to ensure that it is both cost-effective and competitive within the employment market.
- Administer staff benefits including (but not limited to): 401(k) plan, medical/dental insurance, cafeteria plan, short-term disability coverage, timesheets, and leave records.
- Maintain an open-door policy in working with staff to understand budget and acting responsively to staff requests for financial and operational information.

### **General Business Operations**

- As needed, assist in working with vendors to ensure that CI has the appropriate and most cost-effective insurance coverage including worker's compensation, general liability, ERISA/401K surety bond, professional liability, and Directors & Officers coverage.
- Track legal relationships such as contracts, ensuring a consistent process that protects CI and clearly outlines deliverables and payments.
- Work with Operations Coordinator to oversee basic office systems and vendors for phones, copier, computers, Internet, etc.
- Assist with information technology systems, in coordination with Operations Coordinator, to ensure business continuity and staff IT needs are met.

### **POSITION QUALIFICATIONS**

Any satisfactory combination of experience and education that ensures the ability of an individual to perform the duties and responsibilities of this position may substitute for the stated qualifications.

- Bachelor's degree in business, finance, accounting, or related field preferred.
- Four to seven years of finance/accounting experience in nonprofit organizations.
- Experience and understanding of GAAP, handling of restricted funding, and grant financial reporting.
- Must have significant experience using Word, Excel, or similar office applications, and QuickBooks or other nonprofit accounting software.
- Interest in operations, IT, and human resources a plus.
- Excellent written and verbal communication skills.
- Dedicated to efficient productivity.
- Ability to work independently and to work collaboratively in a team.
- Ability to anticipate and solve problems, pay attention to details, and follow through.
- Self-starter, flexible, motivated, and able to take initiative in all situations.
- Ability to maintain confidentiality, prioritize multiple projects, and meet deadlines.

## **BENEFITS**

- Employer fully-paid medical/dental coverage
- Employer fully-paid Short-Term Disability coverage
- 401(k) Retirement Savings Plan with qualified match and contribution
- 125 Flexible Benefits Plan
- Generous paid time off, sick leave, and holidays

## **EQUAL EMPLOYMENT STATEMENT**

Children's Institute is an equal opportunity employer. It is the policy of CI to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to race, color, creed, religion, age, gender, gender identity, sexual orientation, marital status, military status, political opinion, national origin, familial status, mental and physical ability, source of income, or any other status protected by federal, state, or local law in all personnel actions. Personnel actions include recruitment, selection, promotion, compensation, training, and termination. Relations between employees shall be based on mutual respect, and regard for the effectiveness and well-being of the organization.

## **REASONABLE ACCOMMODATION STATEMENT**

Consistent with applicable disability law, Children's Institute will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential function of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an "undue hardship" on the operation of CI.